

STATE AND CONSUMER SERVICES AGENCY

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX,
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

UNIT: Oakland Housing Unit II (3 positions)
(Pending Approval)

CLASSIFICATION: Office Technician (Typing) – Limited-term for 12 months

SALARY: \$2390 - \$2905

FINAL FILING DATE: Until Filled

DUTIES:

Under the direction of the District Administrator, the employee will type correspondence and memos, including confidential documents. Provide clerical support to Consultants performing the following tasks: process and type administrative and settlement closures; complete EDP forms on all closures; monitor settlements. Process requests for disclosure of State records. Prepare statistical reports. Other duties as required.

DESIRABLE QUALIFICATIONS:

Integrity, initiative, tact, dependability, good judgment, ability to work independently and cooperatively, ability to execute work assignments with accuracy and organization.

WHO SHOULD APPLY:

Anyone eligible for transfer or list appointment to the above class may apply. Priority consideration will be given to employees currently on a SROA list or employed by a department that has been declared by DPA to have surplus employees.

SEND COMPLETED STATE APPLICATION TO:

Department of Fair Employment and Housing
ATTN: Personnel Office
2014 T Street, Suite 210
Sacramento, CA 95814

(916) 227-2892 or CALNET 8-498-2892
FAX (916) 227-2890 or CALNET 8-498-2890
TTY (800) 700-2320

Applicants will be screened and those best qualified will be interviewed.

ISSUE DATE: 10/01/02